

General Instructions:

- All regions must submit this form as a **planning tool** with their Plan and Budget Application and as an **implementation expense report** semi-annually (due by January 31st and by July 31st).
- The community mental health center's (CMHC) finance officer and the children's services/programming directors must collaborate to determine appropriate allocations/expenses for the region.
- Please upload the completed Form 141 by January 31st for the first six months of the state fiscal year and by July 31st for the last six months of the state fiscal year.
- Please enter data in the shaded areas only.

Form 141 includes the following categories:

- 1) Personnel and Fringe;
- 2) HFW Implementation Expenses (Training, Data Collection, Fidelity Reviews, etc.);
- 3) Flexible Funds for SED TCM and for HFW; and
- 4) Region-Wide Administrative Costs (if applicable).

Categorical Instructions:

1) Personnel and Fringe:

Funds may be used to support in part or whole the personnel costs associated with a portion of the HFW Supervisor, Facilitators, or others that assist with the implementation of HFW or the implementation of TCM for SED.

2) HFW Implementation Expenses:

Funds in this category may be used to support the CMHC's required tasks for implementing HFW services. Such activities include participation in training, coaching, webinars, learning collaboratives, focus groups, data collection, fidelity reviews, etc.

3) Flexible Funds (recommend at least 15% of total HFW allocation):

- Each region shall have documented protocol for how Flexible Funds will be requested and allocated to specific staff to ensure that all community/other resources have been exhausted before the use of these funds is provided.
- The CMHC will need to enter data using Code 24 or 25 for expenditure encounters.
- Flexible funds shall be made available to purchase needed goods and services for children with SED who receive Targeted Case Management, including those who are served by HFW Facilitators. These funds shall be primarily related to the purchase of goods and services for a specific child being served or their immediate family. However, a portion may be used to support region or county-wide events geared towards the youth and families served with TCM/HFW or for outreach and program promotion.

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IMPACT High Fidelity Wraparound and Flex Funds for TCM Form 141A

- Flexible Funds may be used to support the provision of TCM or HFW services to an individual client for whom there is no payor source for the TCM service (Code 24).

4) Region-Wide Administrative Costs:

By January 31st and by July 31st please report on Form 141 the Region-wide administrative costs. This amount shall be taken from the total allocated for HFW.

GRAND TOTAL:

- This form is completed in Excel and will automatically generate totals in each category as well as the Grand Total.
- This form also automatically generates the percentage of the allocation expended once the information is entered.
- Please ensure that the totals on Form 141 coincide with the entries on the MH Financial Planning and Implementation Report Form 117.

Expenses for RIAC/LIAC staff, parent stipends, or RIAC operation should be allocated or reported on **Form 131** rather than on Form 141.

Questions about this form may be directed to Diane Gruen-Kidd at (502)782-6165 or by e-mail: Diane.Gruen-Kidd@ky.gov.